**Kia ora tātou from the Counsellors.**

The term seems to be flying by and senior preliminary exams are almost upon us, starting next Wednesday (19th August). While most students are aware of the importance of these exams, for some, procrastination makes getting underway with exam preparation very difficult. The following information sourced from [www.cci.health.wa.gov.au](http://www.cci.health.wa.gov.au) might be helpful in overcoming procrastination.

**Procrastination** is a common part of human behaviour. Often people mistake procrastination for “laziness”. In everyday language people use definitions like, “putting off”, “postponing”, “delaying”, “deferring”, and “leaving to the last minute”. While procrastination is quite common, it can become problematic if it is getting in the way of our goals and hopes for achievement and progress. Overcoming procrastination in practical ways involves knowing what needs to be done, how to do it and when to do it.

**What Do I Need To Do?**

• Write a ‘To Do’ list of tasks and goals you need to work on. This could be a list for the day, the week, the month, or longer, depending on what makes most sense for your circumstances;

• then prioritise the list of tasks, numbering them from most important to least important;

• then grade each task, that is, break the task into all the small steps or ‘chunks’ that are involved in achieving the task; and

• finally, accurately estimate how much time each step of each task or goal will take.

**How Can I Do It?**

Worst-First: knock out the worst task first, so all other tasks after that are easy by comparison.

Using Momentum: start doing a task that you like and that energises you, and then without a break quickly switch to a task that you have been putting off.

Just 5-Minutes: plan to spend just 5 minutes on the task. This is such a small amount of time, so you will feel you can tolerate just 5 minutes. At the end of the 5 minutes, reassess and see if you can spend just another 5 minutes on the task, and so on.

Set Time Limits: set a specific amount of time to work on a task (e.g., 30 minutes), and stick to just that, rather than extending things even if you feel you can.

Prime Place: be aware of what types of environments you get more done in, and what types of environments have distractions that make you more likely to procrastinate. Isolate yourself if necessary to minimise social and other distractions.

Visualise: use imagery to clearly visualise the task being successfully completed in your mind, and use the momentum from the visualisation to get going on the task in real life.

Plan Rewards: reward yourself after something has been achieved or as a well earned break from a task. The more you reward yourself for small achievements, the less you will feel like you are missing out or being deprived, hence you will procrastinate less.

**When Can I Do It?**

To manage your time availability, so that you know when you can do your tasks and goals, use a timetable to schedule your week.

Best wishes to all our senior students in side-stepping procrastination in their preparation for preliminary exams.

Na mihi nui kia koe,

Nancy Macmillan and Neil Carter.